

25 JUNE 2001



Personnel

**RESERVE AIRMAN COMMISSIONING
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 439 MSS/DPMSC (MSgt Ann Fluegge) Certified by: 439 SPTG/CC (Lt Col James P. Joyce)
Pages: 3
Distribution: F

This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*. These procedures are to be used when filling valid officer vacancy positions through the Airman Commissioning Program in the 439th Airlift Wing to ensure a consistent, fair and objective process is used to select the best qualified candidate. It applies to all commanders assigned or attached to Westover Air Reserve Base.

1. General.

- 1.1. The Reserve Airman Commissioning Program is designed to select highly qualified enlisted members for leadership roles as line officers.
- 1.2. Vacant positions in the grades of 2nd Lieutenant through Major may be filled by commissioning eligible enlisted members, who demonstrate outstanding leadership abilities. Selection is an honor reserved for the most qualified, motivated, and deserving individuals.
- 1.3. This instruction provides a method whereby well-qualified and motivated individuals are afforded an opportunity to seek commissioning.

2. Process.

- 2.1. Identify the vacancy as soon as possible. Notify the Personnel Employment Office (DPMSA) in the Military Personnel Flight (MPF) to block this vacancy as an airman commissioning. It is critical to have three months notice to allow the necessary time to “advertise” the position, allow potential candidates time to prepare their submission packages, and to conduct a proper evaluation and selection process.
- 2.2. Review the qualifications and training required in filling the vacancy. Verify the basic Air Force Specialty Code (AFSC) requirements and the specific training requirements with the Personnel Employment Office. Confirm with the MPF which specific Air Force Instruction (AFI) applies to the qualification process.

2.3. A position can be filled one of two ways. Base wide, which usually takes the least amount of time to fill and yields the best results for overall base morale since there is equal opportunity given to all. The second method is an external fill. This opens the vacant position to any Air Force member outside of Westover or any other branch of service and may yield a larger pool of candidates. If considering the external method of filling a vacancy, you also need to advertise the position base wide.

2.4. Once the selection strategy is determined, establish a cutoff date for applications and choose board members.

2.4.1. Allow two months for candidates to prepare the required application package. **NOTE:** Commanders should encourage all enlisted personnel interested in a commission to take the Air Force Officer Qualification Test (AFOQT) as soon as possible; awaiting AFOQT results may prevent an individual from being considered.

2.4.2. Determine composition of the interview selection board consisting of a minimum of three field grade officers and a board president (when there is more than one candidate) and one representative from Career Enhancement (DPMSC) (non-voting) to act as the board recorder. Each board member should have pre-defined written questions to ask and an objective method of scoring the results. Sample questions may be provided by DPMSC.

2.5. Announce the vacancy, including cutoff date, qualifications, selection criteria, and detailed application instructions; provide base wide dissemination of this information; advertise by means of The Patriot and The Daily Bulletin.

2.5.1. If training is required, describe the training requirements. Mandatory training requirements to become fully qualified in the Air Force specialty at the applicable level are often a key determinant in whether applicants will apply or not.

2.5.2. If a resume is required, allow sufficient time of at least one Unit Training Assembly (UTA) for the individuals to prepare and submit them.

2.5.3. If additional or unique skills/knowledge are needed or desired, describe those as “required or desired qualifications.”

2.6. Establish a tentative time to convene the board. Ensure board members will be available. Be sure to allow sufficient time in the process to accomplish the following:

2.6.1. Gather and review the application packages. Have DPMSC review the packages for all applicants to ensure that they meet the minimum qualifications for the position prior to scheduling and convening the board.

2.6.2. Develop a schedule to conduct the interviews or selection board. If feasible, allow all qualified candidates to meet the board to ensure fair and equal consideration. If there are simply too many applicants to interview, establish objective criteria to screen and reduce the list. The screening criteria must be logical, defensible, and easily explained. Allow sufficient time to evaluate each candidate to ensure fairness. Schedule candidates at 30-minute intervals.

2.6.2.1. Notify all applicants as soon as possible who do not qualify or have been screened out that they will not be interviewed; provide the reasons why they are unqualified or not being considered. This may be done in writing.

2.6.2.2. Notify all applicants to be interviewed of their scheduled time and the uniform requirements for meeting the board as soon as possible. **NOTE:** If a qualified applicant will

not be available at the scheduled date/time, you should delay the final decision until they can be interviewed. Telephone interviews may be acceptable to avoid waiting until the next UTA.

2.7. Convene the selection board.

2.7.1. Provide board members a copy of each application package prior to the board to allow them time to become familiar with the contents. Awards, decorations, and enlisted performance reports may be included in the packages for consideration.

2.7.2. The board must be consistent in evaluating all candidates. The same questions must be asked of each candidate and each interview must be conducted in the same manner.

2.7.3. The board must quantify the results in order to objectively compare the applicants. Scoring methods should be developed and explained to each board member prior to convening the board. DPMSC can provide sample scoring methods. Score the written package and interview independently on either a 6-10 or 1-10 scale.

2.7.3.1. Each board member should score each applicant independently. Rate the response to each question, total the results, then divide by the number of questions to obtain an overall average. Combine the scores from each board member for each individual. Rank order the applicants based upon the total score.

2.7.4. Each applicant's responses should be scored immediately after they leave the room from the interview while their answers are still remembered. It may be helpful for the board members to discuss the applicant's response to each question prior to scoring it, yet they should keep the scores private until the end of all interviews.

2.8. Make recommendations to the selection authority.

2.8.1. If the selection authority did not sit on the board as a board member he or she may choose to personally interview the recommended candidate.

2.9. The selection authority should announce the selection as soon as possible. He or she should contact each applicant interviewed personally, and tell them who was selected; this may be done in writing. Also offer them an opportunity to obtain feedback on how they could improve their scores.

2.10. Have the candidate selected contact DPMSC for further guidance on completing their commissioning package.

MARTIN M. MAZICK, Colonel, USAFR
Commander